

# UNITED STATES BANKRUPTCY APPELLATE PANEL FOR THE NINTH CIRCUIT

## VACANCY ANNOUNCEMENT

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<b>POSITION:</b>	<b>Clerk of Court</b>
<b>LOCATION:</b>	Pasadena, California
<b>CLASSIFICATION LEVEL/SALARY:</b>	JSP 14: \$105,566 - \$137,242 <i>(JSP 14 carries promotional potential)</i> JSP 15: \$124,177 - \$161,432
<b>CLOSING DATE:</b>	Open until filled <i>Priority consideration given to applications received by <b>April 24, 2009</b></i>
<b>START DATE:</b>	June/July 2009

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### POSITION OVERVIEW

The Bankruptcy Appellate Panel (“BAP”) is located in the United States Courthouse at 125 South Grand Avenue, Pasadena, California. The Clerk of Court is appointed by the judges of the panel in which he or she serves. This is a high-level executive position which functions under the direction of the chief judge of the panel. The panel has jurisdiction to determine bankruptcy appeals from nine western states. Travel is required to attend court hearings, seminars and national programs (estimated at 8 to 10 trips per year).

The Clerk of Court is responsible for managing the operational and administrative activities of the Clerk’s Office and overseeing the performance of the statutory duties of the office. Work includes supervision of the panel’s two staff attorneys and six clerical staff, as well as frequent interaction with the panel’s six judges, law clerks and chamber staff, judges and staff of other federal courts at all levels, the staff of the Administrative Office of the U. S. Courts, and the public.

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### REPRESENTATIVE DUTIES

<u>Administration:</u>	Supervision and training of staff Administrative policy analysis and implementation Quality control Budgeting and resource planning Automation planning and implementation Statistical reporting
<u>Operational and Legal:</u>	Rules analysis and implementation Advise judges and staff on court policies and procedures Oversight of staff work product Case management and court calendar management Legal research and proofreading final court decisions

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## **REQUIRED QUALIFICATIONS**

- Minimum of 10 years of progressively responsible administrative experience in public service or business, which provides a thorough understanding of organizational, procedural and human aspects in managing an organization. At least 3 of the 10 years must have been in a position of substantial management experience. An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management and/or administrative experience requirements.
- Demonstrated skills in prioritizing, problem-solving and managing limited resources against multiple demands. Strong leadership and organizational skills, solid oral and written communication skills, and computer proficiency. Maturity, good judgment, high ethical standards and a positive work attitude. Ability to adapt and lead in a changing work environment.

### Preferred Qualifications:

- Degree from an accredited law school
- Membership in a bar of a state, territorial or federal court of general jurisdiction
- At least 4 years of work experience as an attorney is desired; a practice which includes bankruptcy and/or appellate work is preferred
- Experience with electronic record systems

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## **BENEFITS**

- 10 paid holidays/13 sick days per year/Up to 13 days of paid vacation days per year for the first three years of service, increasing with tenure thereafter
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Optional long-term disability and long-term care insurance
- Optional participation in a tax-advantaged Flexible Spending Plan
- Participation in both a defined the Federal Employees Retirement System
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)
- Transit subsidy (budget dependent)

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## **CONDITIONS OF EMPLOYMENT**

Must be a U.S. citizen or a citizen of a country with a defense treaty with the U.S. who is eligible to work in the U.S. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court. Employees are hired provisionally pending the results of a background investigation and are subject to a probationary period. Direct deposit of pay required.

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## **APPLICATION INFORMATION**

Please email your resume, cover letter, 3 professional references, writing sample and graduate school transcripts (if any) to: [bapcdc@ca9.uscourts.gov](mailto:bapcdc@ca9.uscourts.gov)

To ensure consideration, please submit these materials by **Friday, April 24, 2009**. Applicants selected for interviews must travel to Pasadena at their own expense. Relocation expenses will not be reimbursed.

**Equal Opportunity Employer**